



## City of Manitou Springs **JOB POSTING**

The City of Manitou Springs seeks candidates for the position of **Code Enforcement Officer**. This notice is being posted pursuant to Section IV of the City Personnel Regulations.

**POSTING DATE:** January 4, 2010  
**CLOSING DATE:** January 18, 2010  
**POSITION:** Code Enforcement Officer  
**SALARY:** \$17.21 per hour  
**BENEFITS:** Health, Life & Dental Insurance, Paid Vacation & Sick Leave, PERA

### **DESCRIPTION OF WORK:**

Under the direction of the City Administrator or designee, patrols the City of Manitou Springs and enforces Municipal Codes regarding abandoned and unregistered vehicles on private property, vegetation control, signage, animal control, housing code, building permits and business/rental licenses. Conducts site inspections and assists the Planning Department with zoning code, development plan, and design review compliance. Work closely with the Pikes Peak Regional Building Department to ensure enforcement and compliance with Building Codes. Code Enforcement Officer will provide educational materials and attend meetings with elected officials, school groups and civic organizations. This position will also serve as Bailiff to the Municipal Court.

### **Duties – Examples of Work:**

The Code Enforcement Officer will act on observations and complaints that pertain to the municipal and housing codes by contacting property owners regarding code violations, issuing warning letters, cease and desist orders, citations and summons; writing case reports; collecting and preserving evidence; appearing in court to present evidence; preparing necessary correspondence regarding cases; developing forms necessary for an efficient operation; developing and maintaining statistical data; acting as Court Bailiff for Manitou Springs Municipal Court; performs other duties as assigned.

### **Qualifications:**

Selected candidate must be able to read, interpret and understand the municipal, building and housing codes, building plans, departmental rules, policies, instructions, statutes, ordinances, regulations and literature. Must be able to operate a hand held radio and mobile vehicle radio. Must learn required paperwork and be proficient in report writing. Ability to analyze situations and adopt an effective and reasonable course of action giving due regard to the regulations and circumstances of each situation. Ability to establish and maintain effective working relationships with fellow employees, superiors and the public. Ability to safely and humanely handle a variety of animals.

Candidate will be expected to walk; climb stairs, fences and ladders; bend and reach; ride for extended periods of time in a vehicle. Able to perform duties in inclement weather (snow, rain, sleet, etc.). Able to work alone under stressful conditions. Equipment and uniforms are provided.

**Experience and Training:**

Any combination of experience and training equivalent to graduation from high school, and two years of experience in code enforcement and zoning, building, and safety inspections.

**Special Requirements:**

Possession of a valid Colorado drivers license; Must be 21 years of age. A criminal history and driving history, along with an extensive background check will be conducted.

**Employment applications may be obtained from the City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, CO 80829 or online at [www.manitousprings-co.gov](http://www.manitousprings-co.gov). Applications should be submitted to Acting City Clerk Kari Kilroy ([kkilroy@comsgov.com](mailto:kkilroy@comsgov.com)). Applications will be accepted until 5:00 p.m. January 29, 2010. The City of Manitou Springs is an EOE/AA/ADA employer.**